

California Housing Finance Agency Job Opportunity

Housing Finance Associate (Single Family)

Salary Range	\$4111-4997
Final File Date	Open until filled
Division	Homeownership Division, Special Programs Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #105 on your application.
Duties	<p>This is a journey level position, the main purpose of which is to provide technical assistance to California Housing Finance Agency (CalHFA) staff and lenders on the process of becoming an approved CalHFA lender and/or servicer. The incumbent also performs technical work on downpayment assistance programs with various other tasks assigned to Special Programs. This position requires travel almost monthly with overnight stays. Under the general supervision of the Housing Finance Officer and lead of the Housing Finance Specialist, the incumbent performs the following technical and analytical duties:</p> <p><u>Essential Functions:</u></p> <p>30% Analyzes and reviews lender applications submitted for approval, changes, acquisitions, mergers or corporate name changes. Works closely with Homeownership Programs managers and when necessary, the Office of General Counsel. Coordinates and processes lender applications with the Director of Homeownership Programs, Chief of Homeownership Programs (for loan production), attorney assigned from the Office of General Counsel and the Portfolio Manager. Keeps the Housing Finance Officer informed of the status of applications. Communicates application decisions to applicable Lenders and CalHFA staff. Coordinates Lender and Lender Access System (LAS) training and responds to approval process issues and questions. Maintains and updates the Lender database, monitoring the progression of lender applications and current lender status.</p> <p>20% Assists Lenders, Homeownership Programs and Office of General Counsel staff in the processing, documentation and approval of properties involving leaseholds, land trust, live/work and other non-typical single family residence/fee simple properties. Conducts research and assists in new programs development within the Special Programs unit.</p> <p>10% Represents CalHFA and Homeownership Programs at tradeshow and homebuyer fairs, participates on panels at conferences, makes public presentations, attends meeting with Lenders, government officials, developers, nonprofit organizations and industry groups and associations. May also be required to assist in the setting up of such workshops, conferences, etc.</p> <p>10% Maintains current documents, forms and publications for distribution to Lenders. Tracks and records documents sent to Lenders using formats that include the website, electronic documents via e-mail and disk copies to Lenders. Coordinates with Information Technology to update Lender information, documents and publications on the CalHFA website. Participate in the Program Manual updates, document revisions and issuance of Program Bulletins. Runs reports and statistics for annual, mid-year reports and gathers data upon the request from Senior Management.</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>

	<div>10% Provides general and technical advice and assistance to Lenders, developers, realtors and the public regarding Homeownership Programs, including Special Programs. Responds to emails received from the general public and Lenders. In the absence of the Housing Finance Officer and Housing Finance Specialists, may analyze, review and recommend approval and funding of loans and grants within Special Programs for the following: Homeownership Mortgage Loan, the CalHFA Housing Assistance Program (CHAP), High Cost Area Home Purchase Assistance Program (HiCAP), City of Oakland Extra Credit Teacher Home Purchase Assistance Program (Oakland Teacher Program), HomeChoice, Self-Help Builder Assistance Program (SHBAP), California Homebuyer's Downpayment Assistance Program (CHDAP), Homeownership In Revitalization Areas Program (HIRAP), Extra Credit Teacher Home Purchase Program (ECTP) and the School Facility Fee Down Payment Assistance Program (SFF).</div> <div>5% Responsible for the monthly coordination and compilation of the Homeownership charts and reports for the Business Plan Meeting. Also assists with printing charts and copying reports.</div> <div>5% Conducts an annual Lender Fee Survey, branch updates and works on the annual Lender meeting. Coordinates with Marketing on the updates to the Lender branch list used in marketing materials.</div> <div>5% May assist in underwriting, compliance review and approval for purchase of single family mortgage loans for the following programs: CHAP, HiCAP, Oakland Teacher Program, SHBAP, CHDAP, HIRAP, ECTP and the SFF.</div> <div><u>Marginal Functions:</u></div> <div>5% Other duties as assigned by the Housing Finance Specialist or Housing Finance Officer.</div>
9/6/2006	